

## REFERRAL FOR ASSISTANT FAMILY SERVICE WORKER

Case Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
NJ Spirit #: \_\_\_\_\_ Worker: \_\_\_\_\_ Phone/Cell#: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone/Cell#: \_\_\_\_\_

**WORKER SAFETY CONCERNS:** Please document any concern for staff safety below. Note that a conference is required with the ASFW to go over the assignment and any concerns:

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Name of Parent/Custodian: \_\_\_\_\_ Day and Date of Assignment: \_\_\_\_\_  
Parent's Address: \_\_\_\_\_ Total Time needed: \_\_\_\_\_  
\_\_\_\_\_ Time to Leave Office: \_\_\_\_\_  
Apt. #/Floor: \_\_\_\_\_ Time of Appt: \_\_\_\_\_  
Phone: \_\_\_\_\_ Time to Complete Task: \_\_\_\_\_  
Primary Language: \_\_\_\_\_ Will worker/supervisor be on vacation on date of assignment: ☐ Yes ☐ No

**Names and Ages of Children involved**  
Picture attached: YES NO

**Car Seat Necessary: YES NO**  
Please see attached for type of car  
seat: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pick up Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pick up Location: \_\_\_\_\_  
\_\_\_\_\_ Pick up Location: \_\_\_\_\_

Pick up location contact person and phone number: \_\_\_\_\_  
\_\_\_\_\_

Drop off location contact person and phone number: \_\_\_\_\_  
\_\_\_\_\_

Resource Parent or Facility Name/Address/Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Assignment** (Include directions/details of entry to pick up location, parties involved; specify if child has any disabilities or special needs and the level of supervision needed and any other pertinent information. Note that a brief history of the case should be included in this section to include any red flags).

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Teamed Response (Please include whether team response is mandatory, requested and the outcome)

[illegible]

Sending Sup\_\_\_\_\_ Receiving Sup \_\_\_\_\_ Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_